

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
OFFICE OF INTEGRATED CARE

Notification Requirements in Contract

Knowing your contract requirements promotes compliance. ☺

- 1. Since DMH monitors my claiming activities and funding utilization on a daily basis, is there a need for me to pay attention to my program allocation and expenditures?**

Yes! Pursuant to Paragraph C-4 of the Claiming and Reimbursement Exhibit, Providers shall inform County when up to 75 percent (75%) of the Contract Maximum Amount has been incurred.

- 2. Is it alright for me to relocate or shut down any of my current service delivery sites without informing DMH?**

No! Pursuant to Paragraph 4 of the Service Exhibit, Providers shall seek approval from DMH via a written notice before terminating services at any Service Delivery Sites recorded in the Agreement. Such written notices shall be submitted, at minimum, 30 business-days in advance.

- 3. Does DMH need to know if I replace or add someone new to my staff, such as, an Executive Management Team member or Head of Clinical Service?**

- 4. Does DMH need to know if my mental health program will be dormant for awhile because my staff will be on extended leave? Do I need to have a back-up plan in place and share it with DMH?**

Yes, yes, and yes! Pursuant to Attachment IX of the Agreement, Providers are required to alert DMH in writing whenever there are changes in the organization, including but not limited to, changes in Executive Management, Head of Service, or staffing due to long-term leave.